

# Air Force Security Assistance Ce

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**U.S. AIR FORCE**

## **Logistics Applications - Online Requisitioning (A01 & Mass)**

### **Tutorial**

**AFSAC Schoolhouse**

**DSN 986-0722**

**(937) 656-0722**

**September 4, 2016**

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***Integrity ★ Service ★ Excellence***



# Description Online Requisitioning



**AFSAC**

- **Two ways to do Online Requisitioning**
  - A01 Requisitioning
  - Mass Online Requisitioning (file upload)
- **Tools provide basic Online Requisitioning functions over the web to USAF and International Partners around the world**



# AFSAC Online Home Page

## <https://afsac.wpafb.af.mil>



AFSAC

AFSAC  
Online

Home

What's New

Security

Feedback

Help

Supporting  
Worldwide  
Partnerships

Air Force Security Assistance Center  
Wright Patterson AFB, Ohio 45433

### AFSAC Online Links

- Home
- What's New
- System Requirements
- FAQ's
- Security
- Feedback
- Tech Support
- Apply for AFSAC Online and/or SAMIS Account**
- Change Password
- Security Cooperation Information Portal (SCIP) Web Site
- Password Required**
- Apply for SCIP Portal Account
- Application Links**
- Tutorials
- Applications Suite
- Supply Application
- Letter of Request (LOR)
- Logistics Applications



# AFSAC Online

**The AFSAC Online tools are accessed through the AFSAC Online website using any Internet connection.**

**--DSL or high-speed internet connection recommended**

**--Click here to apply for AFSAC Online account**

- AFSAC Online tools are accessed through the AFSAC Online website using any Internet connection.
- Business Applications

*(Use the navigation links on the left to access the business applications)*

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.



# AFSAC Online Feedback/Technical Assistance



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- Logistics Applications



AFSAC Online

**Use the "Feedback" link to document questions/comments about AFSAC Online tools.**

- AFSAC's goal not intended to have developed provide easy,

- Business app (Use the navi business app

**For "Technical Assistance" (connectivity issues) with the AFSAC Online tools contact AFSAC Technical Support.**

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.



**AFSAC**

# **Online Requisitioning Tool - Entering and Submitting an A01 Requisition(s) Tutorial**

**Use this Tutorial, to learn “How To” use  
the Online Requisitioning tool.**



# AFSAC Online - Online Requisitioning Tool



Apply for SCIP Portal Account
<b>Application Links</b>
Applications Suite
Supply Application
Letter of Request (LOR)
<b>Logistics Applications</b>
Financial Applications
WWRS
PROSII Program Information
Tech Order Index
PROS II Metrics
AFSAC Metrics
Supply Discrepancy Reporting(SDR)
Financial Tool
Application Usage Report
Tutorials
<b>Other AFSAC Links</b>
<b>SAMIS MIA Access</b>

- Business applications  
(Use the navigation menu for business applications)

We currently offer a

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Con

Open Document Number Query

Online Requisitioning

FMS Repair Replace Cross Ref List

Daily NMCS Report

Open Requisition Status

**The Online Requisitioning Tool is accessed through the Logistics Applications link in AFSAC Online.**

**Selecting**

Access our business applications directly from our navigation menu on the left side of all our pages.

- New Tutorials

A link has been added to our menu to access tutorials for our Business Applications. These tutorials are PowerPoint Presentations that walk you through each of our various business applications.

- WEBLINK International Access

WEBLINK International is a web-based service provided by the Defense Logistics Information Service. It provides an alternative



# AFSAC Online Login - Online Requisitioning Tool



**AFSAC**

The screenshot shows a Windows Security dialog box titled "Windows Security". The main text inside the box reads: "The server afsac2.wpafb.af.mil at proddad requires a username and password." Below this text, there is a login section. On the left of this section is a small icon of the AFSAC eagle logo. To the right of the icon are two text input fields: the top one is labeled "User name" and the bottom one is labeled "Password". Below the "Password" field is a checkbox labeled "Remember my credentials". At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

- 1. Use your AFSAC Online ID and Password to access the Online Requisitioning Tool.**
- 2. Then click "OK" button.**



# AFSAC Online - Online Requisitioning Tool



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## AFSAC Online Links

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Change Password
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Security Cooperation Information Portal (SCIP) Web Site
<b>Password Required</b>
Apply for SCIP Portal Account
<b>Application Links</b>
Applications Suite
Supply Application
Letter of Request (LOR)

## Air Force Web Requisitioning

Select single requisition input or Mass drop.

[A01 Requisition Input](#)

[Mass Requisition Input](#)

*Best viewed with Internet Explorer  
6.2.1 and above*

Click on the "A01 Requisition Input"  
link to begin entering A01  
requisitions.

**NOTE: AFSAC Online will limit the user from entering  
only their own country's data.**



# A01 Requisition Input Screen



AFSAC

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## A01 Requisition Input

Transaction Date - 14Dec2006

Mandatory Fields\*

<u>Routing ID *</u>	<input type="text" value="FNH"/>	<u>Stock Number *</u>	<input type="text"/>
<u>Unit of Issue *</u>	<input type="text" value="EA"/>	<u>Quantity *</u>	<input type="text" value="00001"/>
<u>Doc No *</u>	<input type="text" value="D"/> <input type="text"/> <input type="text"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="6348"/>	<u>Demand</u>	<input type="text"/>
<u>Supp Address *</u>	<input type="text" value="D"/> <input type="text" value="A"/> <input type="text"/> <input type="text"/>	<u>Line *</u>	<input type="text"/>
<u>Project Code</u>	<input type="text"/>	<u>Priority *</u>	<input type="text" value="06"/>
<u>RDD/NMCS</u>	<input type="text"/>	<u>Advice</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>	<u>Spooled</u>	<input type="text" value="N"/>
<u>Unit Price \$</u>	<input type="text"/>	<u>ByPass Code</u>	<input type="text"/>

[Add to Cart](#) [View Cart](#)

Larr

**When the "A01 Requisition Input" screen appears, first fill-in each of the data fields for your requisition.**



# A01 Requisition Input Screen



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## A01 Requisition Input

Transaction Date - 14Dec2006

Mandatory Fields\*

<u>Routing ID *</u>	<input type="text" value="FNH"/>	<u>Stock Number *</u>	<input type="text"/> <input type="text"/>
<u>Unit of Issue *</u>	<input type="text" value="EA"/>	<u>Quantity *</u>	<input type="text" value="00001"/>
<u>Doc No *</u>	<input type="text" value="D"/> <input type="text"/> <input type="text"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="6348"/> <input type="text"/>	<u>Demand</u>	<input type="text"/>
<u>Supp Address *</u>	<input type="text" value="D"/> <input type="text" value="A"/> <input type="text"/> <input type="text"/>	<u>Line *</u>	<input type="text"/>
<u>Project Code</u>	<input type="text"/>	<u>Priority *</u>	<input type="text" value="06"/>
<u>RDD/NMCS</u>	<input type="text"/>	<u>Advice</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>	<u>Spooled</u>	<input type="text" value="N"/>
<u>Unit Price \$</u>	<input type="text"/>	<u>ByPass Code</u>	<input type="text"/>

**Add to Cart** **View Cart**

Larry Hutson has

**Then, click the “Add to Cart” button, only after all your required data has been entered for your A01 requisition.**



# A01 Requisition Input Screen



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## A01 Requisition Input

Transaction Date - 14Dec2006

<u>Routing ID *</u>	<input type="text" value="FNH"/>	<u>Stock Number *</u>	<input type="text"/>
<u>Unit of Issue *</u>	<input type="text" value="EA"/>	<u>Quantity *</u>	<input type="text" value="00001"/>
<u>Doc No *</u>	<input type="text" value="D"/> <input type="text" value="6348"/> <input type="text" value="2"/> <input type="text" value="3"/>	<u>Demand</u>	<input type="text"/>
<u>Supp Address *</u>	<input type="text" value="D"/> <input type="text" value="A"/> <input type="text"/>	<u>Line *</u>	<input type="text"/>
<u>Project Code</u>	<input type="text"/>	<u>Priority *</u>	<input type="text" value="06"/>
<u>RDD/NMCS</u>	<input type="text"/>	<u>Advice</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>	<u>Spooled</u>	<input type="text" value="N"/>
<u>Unit Price \$</u>	<input type="text"/>	<u>ByPass Code</u>	<input type="text"/>

[Add to Cart](#) [View Cart](#)

Mandatory Fields\*

Those data elements with an asterisk (\*) after their name are "Mandatory Fields" and at a minimum must be entered to complete the A01 requisition input.



# A01 Requisition Input Screen



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## A01 Requisition Input

Transaction Date - 14Dec2006

Mandatory Fields\*

<u>Routing ID *</u>	<input type="text" value="FNH"/>	<u>Stock Number *</u>	<input type="text"/>
<u>Unit of Issue *</u>	<input type="text" value="EA"/>	<u>Quantity *</u>	<input type="text" value="00001"/>
<u>Doc No *</u>	<input type="text" value="D"/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="2"/> <input type="text" value="3"/>	<u>Demand</u>	<input type="text"/>
<u>Supp</u>	<input type="text" value="6348"/>		
<u>Pro</u>			
<u>RI</u>			
<u>Pro</u>			
<u>Un</u>			

The next few screens are going to describe the data fields.

**Routing ID (RIC)** - This is a 3-digit mandatory data field that represents the Source of Supply (SoS) who will fill the A01 requisition. If you enter FNH, SAMIS will change it to the correct RIC during the night batch process.



# A01 Requisition Input - Routing ID



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The screenshot shows a web browser window with the URL [https://afsac2.wpafb.af.mil/apps/proddad/web\\_user\\_40.inet001a\\_info.mg...](https://afsac2.wpafb.af.mil/apps/proddad/web_user_40.inet001a_info.mg...). The browser window displays a form for requisition input. The **Routing ID \*** field is highlighted with a red box. An arrow points from this field to a yellow box containing the text: "By clicking on the name of each data element, you can look at a help screen pertaining to that data field." The help screen for the Routing ID field is also displayed, showing the title **Routing Identifier Code (Manager Submitted)** and a description: "A 3 position code that identifies a specific supply and distribution source to its military service or government ownership and geographic location. 'FNH' or 'FWW' can be used for automatic routing or select the appropriate RIC, as well as the applicable Routing Media Process code, for manual routing to a source of supply." Below the description is a table with the following data:

RIC	Location
FNH	SAMIS
FWW	WORLD WIDE WAREHOUSE
AKZ	US ARMY TANK-AUTOMOTIVE CMD WARREN, MI 48397-5000

The form also includes fields for **Unit of Issue \*** (EA), **Doc No \*** (6348), **Supp Address \*** (D, A), **Project Code**, **RDD/NMCS**, **Process** (D), and **Unit Price \$**. The browser window also shows the status bar with the text "Internet".



# A01 Requisition Input - Stock Number



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[https://afsac2.wpafb.af.mil/apps/proddad/web\\_user\\_40...](https://afsac2.wpafb.af.mil/apps/proddad/web_user_40...)

File Edit View Favorites Tools Help

## Stock Number

Also referred to as the National Stock Number (NSN). A 13 or 15 position number assigned to each item of supply under the Federal Catalog System. It consists of the 4 position Federal Supply Class (FSC) and the 9 position National Item Identification Number (NIIN). The Stock Numbers managed by the USAF can also include a 2 position Material Management Code (MMC).

Done Internet

## Requisition Input

Requisition Date - 14Dec2006

Mandatory Fields\*

Stock Number *	<input type="text"/>
Quantity *	<input type="text" value="00001"/>
Demand	<input type="text"/>
Line *	<input type="text"/>
Priority *	<input type="text" value="06"/>
Advice	<input type="text"/>
Spooled	<input type="text"/>
ByP	<input type="text"/>

**Stock number is made up of 3 parts; FSC, NIIN, and MMC. Not all Stock numbers will have a MMC, but should have a FSC and NIIN.**

Larry Hutson has 0 requisitions in the system



# A01 Requisition Input - Unit of Issue



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Routing ID \* FNH

**Unit of Issue \*** EA

Doc No \* 6348

Supp Address \* D A

Project Code

RDD/NMCS

Process D

Unit Price \$

**UNIT of ISSUE**

A 2 position code identifying the type of unit under which the material is issued. The code must be applicable, according to the Federal Cataloging System, to the NSN entered in the Stock Number field.

AM	Ampoule
AT	Assortment
AY	Assembly
BA	Ball
BD	Bundle
BE	Bale

Mandatory Fields\*

Larry Hutson has 0 requisitions in the

**Unit of Issue** is a 2 digit code which indicates the measure of each unit. The most common unit is EA for each.

**IMPORTANT:** Make sure you know the unit of issue, so you receive the correct quantity desired.



# A01 Requisition Input - Quantity



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## A01 Requisition Input

https://afsac2.wpafb.af.mil/apps/proddad/... Date - 14Dec2006 Mandatory Fields\*

File Edit View Favorites Tools >>

**Quantity**

A 5 position numeric indicating the specific number of units required of the NSN entered in the Stock Number field.

Stock Number \*

Quantity \* 00001

Demand

Line \*

Priority \* 06

Ad

Sp

By

Process D

Unit Price \$

Add to Cart View

**Quantity** of items received will depend on the "Unit of Issue" and by the "Quantity". Maximum quantity is 99,999.

Larry Hutson has 0 requisitions in



# A01 Requisition Input - Document Number



AFSAC

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## A01 Requisition

Transaction

<u>Routing ID</u> *	<input type="text" value="FNH"/>
<u>Unit of Issue</u> *	<input type="text" value="EA"/>
<u>Doc No</u> *	<input type="text" value="D"/> <input type="text" value="6"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="2"/> <input type="text" value="3"/>
<u>Supp Address</u> *	<input type="text" value="D"/> <input type="text" value="A"/>
<u>Project Code</u>	<input type="text"/>
<u>RDD/NMCS</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>

**The first position of the Document number is always a "D" for Air Force and cannot be changed.**

**The date field is also filled in for you. In this example, 6348 means Julian day 348 in 2006.**

[https://afsac2.wpafb.af.mil/apps/proddad/web\\_user\\_40.i...](https://afsac2.wpafb.af.mil/apps/proddad/web_user_40.i...)

File Edit View Favorites Tools Help

### Document Number

A unique 14 position identification number assigned to a requisition. All subsequent correspondence and update transactions pertaining to the requisition will contain this number. The document number is composed of:

Position	What it is
1	US Military Service Code, always "D" for USAF managed requisitions.
2-3	Country Code, identifies the country initiating the requisition.
4	Mark For Code, designates the in-country address for shipment of material.
5	Delivery Term Code (DTC), designates the point in the transportation cycle where responsibility for

Done Internet

itions in the Shopping Cart



# A01 Requisition Input - Demand Code



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## A01 Requisition Input

https://afsac2.wpafb.af.mil/apps/proddad/web\_user\_40... Date - 14Dec2006

File Edit View Favorites Tools Help

**MANDATORY FIELDS\***

**DEMAND CODE**

Indicates to the source of supply if the order is...

N	Non-Recurring
R	Recurring

in terms of occurrences and quantities. Can also be (blank).

Stock Number \*

Quantity \* 00001

**Demand** [Pull-down arrow]

Line \*

Priority

Advice

Spooled

ByPass

View Cart

Done Internet

If this item will be requisitioned again in the future, select an "R" for a recurring demand.

The "Demand" is many times left blank.

The pull-down arrow allows you to select the valid entries.



# A01 Requisition Input - Supplementary Address



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## A01 Requisition Input

Transaction Date

Routing ID *	<input type="text" value="FNH"/>
Unit of Issue *	<input type="text" value="EA"/>
Doc No *	<input type="text" value="D"/> <input type="text" value="6348"/> <input type="text" value="2"/> <input type="text" value="3"/>
Supp Address *	<input type="text" value="D"/> <input type="text" value="A"/> <input type="text" value=""/> <input type="text" value=""/>
Project Code	<input type="text" value=""/>
RDD/NMCS	<input type="text" value=""/>
Process	<input type="text" value="D"/>

The “**Supp Address**” is used to provide an alternate address for shipping.

https://afsac2.wpafb.af.mil/apps/proddad/web\_user\_40... fields\*

File Edit View Favorites Tools Help

### Supp Address

6 position composite code

FMS Country Service Code (position 1)

D	Air Force
B	Army
P	Navy
T	Other Agency

Offer Release Code (position 2)

Advice shippers of actions required when material is ready for release.

Done Internet

Larry Hutson has 0 requisitions in the Shopping Cart



# A01 Requisition Input - Line Number



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## A01 Requisition Input

Transaction Date - 14Dec2006

Mandatory Fields\*

**Routing**

[https://afsac2.wpafb.af.mil/apps/proddad/web\\_...](https://afsac2.wpafb.af.mil/apps/proddad/web_...)

File Edit View Favorites Tools He >>

**Line Number**

last 2 characters of the 3 position line(s) of the FMS case to which the cost of the material ordered on the requisition is charged.

Done

Unit Price \$

Internet

**Stock Number \***

**Quantity \*** 00001

**Demand**

**Line \***

**Priority \*** 06

**Advice**

**Add to Cart View**

The last 2-digits of the line on the LOA that the requisition will be ordered against.

Larry Hutson has 0 requisitions in the Shopping Cart



# A01 Requisition Input - Project Code



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## A01 Requisition Input

Mandatory Fields\*

<u>Routing ID</u> *	<input type="text" value="FNH"/>
<u>Unit of Issue</u> *	<input type="text" value="EA"/>
<u>Doc No</u> *	<input type="text" value="D"/> <input type="text" value="6348"/>
<u>Supp Address</u> *	<input type="text" value="D"/> <input type="text" value="A"/>
<u>Project Code</u>	<input type="text"/>
<u>RDD/NMCS</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>
<u>Unit Price</u> \$	<input type="text"/>

https://afsac2.wpafb.af.mil/apps/proddad/we... File Edit View Favorites Tools

### Project Code

3 position code assigned by the USG to uniquely identify a specific program or project. Normally only assigned to System Sale cases.

Done

The **project code** indicates a specific project being supported.

If no project is assigned, leave blank.

Larry Hutson has 0 req



**AFSAC**

### *A01 Requisition Input*

Mandatory Fields\*

**Priority is assigned by the International Partner and the USG.**

**Priority helps determine how a requisition will be handled at the Source of Supply.**

22



# A01 Requisition Input - RDD/NMCS



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## A01 Requisition Input

Mandatory Fields\*

<u>Routing ID</u> *	<input type="text" value="FNH"/>
<u>Unit of Issue</u> *	<input type="text" value="EA"/>
<u>Doc No</u> *	<input type="text" value="D"/> <input type="text" value="6348"/>
<u>Supp Address</u> *	<input type="text" value="D"/> <input type="text" value="A"/>
<u>Project Code</u>	<input type="text"/>
<u>RDD/NMCS</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>
<u>Unit Price</u> \$	<input type="text"/>

https://afsac2.wpafb.af.mil/apps/proddad/web\_user\_40...

File Edit View Favorites Tools Help

### *RDD/NMCS*

RDDs are used to indicate the maximum time before the material must be available for shipment or that delivery of the material is required in a shorter timeframe than dictated by the priority designator. The valid RDD codes are A01 thru A99

NMCS Codes are used in place of the RDD to indicate a system or equipment that can't perform its mission and can't be made operational until the requisitioned item is available. The valid NMCS codes are NAA, NAC, NAD, NAE, NAF, NAG, NAH, NAJ, NAM, NAO, NAZ and 777.

Done Internet

Larry Hut

**NAA code is most commonly used to indicate Not Mission Capable Supply (NMCS) or Aircraft On Ground (AOG).**



# A01 Requisition Input - Advice Code



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## A01 Requisition Input

Transaction Date - 14Dec2006

Mandatory Fields\*

**Advice Code**

2 position code for transmitting instructions to the source of supply considered by the creator of the requisition to be essential to the desired supply action.

Stock Number *	<input type="text"/>
Quantity *	<input type="text" value="00001"/>
Demand	<input type="text" value=""/>
Line *	<input type="text" value=""/>
Priority *	<input type="text" value="06"/>
Advice	<input type="text" value=""/>
Spoiled	<input type="text" value="N"/>
ByPass Code	<input type="text" value=""/>

Add to Cart View

**Use the pull-down arrow to select the valid Advice Code.**

Larry Hutson has 0 requisitions in the Shopping Cart



# A01 Requisition Input - Process



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## A01 Requisition Input

Mandatory Fields\*

<u>Routing ID *</u>	<input type="text" value="FNH"/>
<u>Unit of Issue *</u>	<input type="text" value="EA"/>
<u>Doc No *</u>	<input type="text" value="D"/> <input type="text" value="6348"/>
<u>Supp Address *</u>	<input type="text" value="D"/> <input type="text" value="A"/>
<u>Project Code</u>	<input type="text"/>
<u>RDD/NMCS</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>
<u>Unit Price \$</u>	<input type="text"/>

**Routing Media Process Code**

1 position code that provides managers flexibility in specifying the type of routing, initial reporting and forwarding action that is desired on a requisition.

A	Routing ID assigned by SAMIS. Referral order is forwarded. Referral order listing is provided.
B	Routing ID assigned by SAMIS. Referral or passing order is forwarded. No status is forwarded. No referral order listing is provided.
C	Routing ID assigned by AFSAC. No referral or passing order is forwarded. No status is forwarded. No referral

Use the pull-down arrow to select the valid Process code. Quite often this is left blank.

hopping Cart



# A01 Requisition Input - Spooled



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## A01 Requisition Input

https://afsac2.wpafb.af.mil/apps/prodda...  
File Edit View Favorites Tools  
Date - 14Dec2006 Mandatory Fields\*

<b>Spooled</b> An indicator, used on requisitions for munitions or CAD/PAD items, to hold or release the order to the source of supply. If spooled the requisition is not released until the next semi-annual buy. If spooling isn't selected the requisition is released immediately to the source of supply.	<b>Stock Number *</b>	
	<b>Quantity *</b>	00001
	<b>Demand</b>	
	<b>Line *</b>	
	<b>Priority</b>	
	<b>Advice</b>	
	<b>Spooled</b>	N
	<b>ByPass Code</b>	

**Use the pull-down arrow to select the valid Spooled code.**

[Add to Cart](#) [View Cart](#)

Larry Hutson has 0 requisitions in the Shopping Cart



# A01 Requisition Input - Unit Price \$



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## A01 Requisition Input

Mandatory Fields\*

Transaction Date - 14Dec2006

<u>Routing ID</u> *	<input type="text" value="FNH"/>
<u>Unit of Issue</u> *	<input type="text" value="EA"/>
<u>Doc No</u> *	<input type="text" value="D"/> <input type="text" value="6348"/>
<u>Supp Address</u> *	<input type="text" value="D"/> <input type="text" value="A"/>
<u>Project Code</u>	<input type="text"/>
<u>RDD/NMCS</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>
<u>Unit Price \$</u>	<input type="text"/>

### Unit Price

Used by managers to override the SAMIS catalog price of the item being requisitioned. If blank the catalog price or default price is used to calculate the extend price of the requisition. Must be entered as dollars and cents without a decimal point

Can be left blank.

Larry Hutson has 0 requisitions in the Shopping Cart



# A01 Requisition Input - Bypass Code



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## A01 Requisition Input

https://afsac2.wpafb.af.mil/apps/proddad/web\_user\_40... Date - 14Dec2006 Mandatory Fields\*

**Bypass Code**

One (1) position code used by managers to bypass selected standard and/or unique edits.

Type Case	Bypass Code	Error Code	Description
ALL	A	H099	(1)Document date must be equal to or less than today's date, but not over two years old. Not available for A02 requisitions.
		H037	(2)Condition code on case/line item is invalid. The line does not

Stock Number \*

Quantity \*

Demand

Line \*

Priority

Advice

Spoiled

ByPass Code

Use the pull-down arrow to select the valid By-Pass Code.

View Cart

Larry Hutson has 0 requisitions in the Shopping Cart



# A01 Requisition Input - Add to Cart



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A01 Req

At a minimum, the data fields with asterisks have to be filled in.

Mandatory Fields\*

<u>Routing ID</u> *	<input type="text" value="FNH"/>	<u>Stock Number</u> *	<input type="text"/> <input type="text"/>
<u>Unit of Issue</u> *	<input type="text" value="EA"/>	<u>Quantity</u> *	<input type="text" value="00001"/>
<u>Doc No</u> *	<input type="text" value="D"/> <input type="text"/> <input type="text"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="6348"/> <input type="text"/>	<u>Demand</u>	<input type="text"/>
<u>Supp Address</u> *	<input type="text" value="D"/> <input type="text" value="A"/> <input type="text"/> <input type="text"/>	<u>Line</u> *	<input type="text"/>
<u>Project Code</u>	<input type="text"/>	<u>Priority</u> *	<input type="text" value="06"/>
<u>RDD/NMCS</u>	<input type="text"/>	<u>Advice</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>	<u>Spooled</u>	<input type="text" value="N"/>
<u>Unit Price</u> \$	<input type="text"/>	<u>ByPass Code</u>	<input type="text"/>

[Add to Cart](#) [View Cart](#)

Larry Hutson has 0 requisitions in the Shopping Cart

After the data fields are filled-in, click on the "Add to Cart" button.



# A01 Requisition Input - Add to Cart Confirmation



A01 Requisition was added to SHOPPING CART.

*Access the SHOPPING CART to submit your requisitions.*

Please press the "Back" on your browser or one of the links below.

[A01 Input](#)

[Shopping Cart](#)

[Home](#)

**This screen confirms your  
requisition was added to the  
Shopping Cart.**

You ordered 1 @ \$15,526.33 each  
For a TOTAL PRICE of \$15,526.33

The MMC you entered () was updated to the current MMC in the SAMIS catalog ()

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## *A01 Requisition Input*

Transaction Date - 18 Dec 2006

Mandatory Fields\*

<u>Routing ID *</u>	<input type="text" value="FWW"/>	<u>Stock Number *</u>	<input type="text" value="5895"/>	<input type="text" value="012668711"/>
<u>Unit of Issue *</u>	<input type="text" value="FA"/>	<u>Quantity *</u>	<input type="text" value="00001"/>	



# A01 Requisition Input - Count in Cart



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## A01 Requisition Input

Transaction Date - 18Dec2006

Mandatory Fields\*

<u>Routing ID *</u>	<input type="text" value="FNH"/>	<u>Stock Number *</u>	<input type="text"/>	<input type="text"/>
<u>Unit of Issue *</u>	<input type="text" value="EA"/>			
<u>Doc No *</u>	<input type="text" value="D"/> <input type="text"/> <input type="text"/> <input type="text" value="2"/> <input type="text"/>			
	<input type="text" value="6352"/> <input type="text"/>			
<u>Supp Address *</u>	<input type="text" value="D"/> <input type="text" value="A"/> <input type="text"/> <input type="text"/>	<u>Line *</u>	<input type="text"/>	
<u>Project Code</u>	<input type="text"/>	<u>Priority *</u>	<input type="text" value="06"/>	
<u>RDD/NMCS</u>	<input type="text"/>	<u>Advice</u>	<input type="text"/>	
<u>Process</u>	<input type="text" value="D"/>	<u>Spooled</u>	<input type="text"/>	
<u>Unit Price \$</u>	<input type="text"/>	<u>ByPass Cod</u>	<input type="text"/>	

**You can enter many A01 requisitions in to the Shopping Cart and then go and Submit All of them at once.**

**Indicates how many requisitions are in Shopping Cart.**

[Add to Cart](#) [View Cart](#)

Larry Hutson has **1** requisitions in the Shopping Cart



# A01 Requisition Input - Shopping Cart List Submission



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**You can submit your requisitions one at a time, by clicking on "Submit".**

**OR**

**You can submit all your requisitions at once by clicking on either "Submit All" button.**

Delete	Submit	REC	DIC	M&S Code	NSN	UI	
Delete	Submit	1	A01	FNH	U	534000893631AQ	EA
Delete	Submit	2	A01	FNH	U	615001264736AB	EA

TRAN DAY	BY CO
352	
352	

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**NOTE: After you submit a requisition, it will go into the queue in SAMIS for night batch processing. Further editing of the requisition can only be accomplished in SAMIS.**

**Country Code has been erased from example.**



# A01 Requisition Input - Shopping Cart List Deletion



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A01 Input		Submit All																		
Delete?	Submit?	REC	DIC	RIC	M&S Code	NSN	UI	QUAN	DOC NUMBER	DEM CODE	SUPP ADDR	SIG CODE	DIST CODE	LINE ITEM	PROJ CODE	PRI	RDD/NMCS	ADV	TRAN DAY	BY CO
<a href="#">Delete</a>	<a href="#">Submit</a>	1	A01	FNH	U	5340008931631AQ	EA	00001	D 05V63527600		DA4KEQ	L	N	01		03	NAA		352	
<a href="#">Delete</a>	<a href="#">Submit</a>	2	A01	FNH	U	6150012564736AB	EA	00001	D 05V63527601		DA4KEQ	L	N	01		03	NAA		352	

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If you no longer wish to submit a requisition, you can delete it by clicking on "Delete"

Country Code has been erased from example.



# A01 Requisition Input - Delete Requisition



**AFSAC**

Do you wish to delete Document Number D 05V63527600 from SHOPPING CART?

**You will be asked to confirm  
your request for deletion.**



**AFSAC**

# **Online Requisitioning Tool - Entering and Submitting Mass Requisition(s) Tutorial**

**Use this Tutorial, to learn “How To” use  
the Online Requisitioning tool for  
uploading mass requisitions.**



# AFSAC Online - Online Requisitioning Tool



Apply for SCIP Portal Account
<b>Application Links</b>
Applications Suite
Supply Application
Letter of Request (LOR)
<b>Logistics Applications</b>
Financial Applications
WWRS
PROSII Program Information
Tech Order Index
PROS II Metrics
AFSAC Metrics
Supply Discrepancy Reporting(SDR)
Financial Tool
Application Usage Report
Tutorials
<b>Other AFSAC Links</b>
<b>SAMIS MIB Access</b>

- Business applications  
(Use the navigation menu for business applications)

We currently offer a

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Con

Open Document Number Query

Online Requisitioning

FMS Repair Replace Cross Ref List

Daily NMCS Report

Open Requisition Status

**The Online Requisitioning Tool is accessed through the Logistics Applications link in AFSAC Online.**

**Selecting**

Access our business applications directly from our navigation menu on the left side of all our pages.

- New Tutorials

A link has been added to our menu to access tutorials for our Business Applications. These tutorials are PowerPoint Presentations that walk you through each of our various business applications.

- WEBLINK International Access

WEBLINK International is a web-based service provided by the Defense Logistics Information Service. It provides an alternative way to access



# AFSAC Online - Online Requisitioning Tool



AFSAC

AFSAC  
Online

Home

What's New

Security

Feedback

Help

Air Force Security Assistance Center  
Wright Patterson AFB, Ohio 45433

Supporting  
Worldwide  
Partnerships

## AFSAC Online Links

Home
What's New
System Requirements
FAQ's
Security
Feedback
Tech Support
Apply for AFSAC Online and/or SAMIS Account
Change Password
Forgot Password
Security Cooperation Information Portal (SCIP) Web Site
<b>Password Required</b>
Apply for SCIP Portal Account
<b>Application Links</b>
Applications Suite
Supply Application
Letter of Request (LOR)

## Air Force Web Requisitioning

Select single requisition input or Mass drop.

[A01 Requisition Input](#)

[Mass Requisition Input](#)

Best viewed with Internet Explorer 5.5 and later  
6.2.1 and later

Click on the "Mass Requisition Input" link to begin entering A01 requisitions.

**Note: Only A01 requisitions can be entered using the Online Requisitioning Tool.**



# Mass Requisition Input



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**Air Force Security Assistance Center**  
Wright Patterson AFB, Ohio 45433

## A01 Requisition Mass Upload

Browse...  
Upload File Clear File Name

This process allows the user to upload a group of requisitions to SAMIS via AFSAC Online. These requisitions will NOT go to your shopping cart but will be transmitted directly to SAMIS. The only edits performed on the upload are to make sure the requisition is an A01 and the user has authority to submit for a particular country. Within a few minutes you should receive an e-mail showing the rejected records and the number or records that were accepted. You can then correct the rejected requisitions and resubmit. SAMIS edits will be performed during overnight processing and you can check the status the next day by using the Open Document Number Query or the Requisition History interrogation (Part of the Application Suite).

1. Ensure your requisitions are in the proper 80 column MILSTRIP format and saved as a text file. Click here for sample requisition file.

2. Upload the file by clicking on the "Upload File" button.

**1. Enter the file name of the mass upload file or search for the file by clicking on the "Browse" button.**

**2. Click the "Upload File" button.**

**Note: Make sure your requisitions are in the proper 80 column MILSTRIP format and saved as a text file or an Excel ".prn" (space delimited format) file.**



# Mass Requisition Input



AFSAC

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## Air Force Security Assistance Center

Wing 11B, Hq AFSAC, AFB, OH 45433

A01 Requisition Format - Internet Explorer provided by USAF

[https://afsac.wpafb.af.mil/a01\\_format.html](https://afsac.wpafb.af.mil/a01_format.html)

Print Window Close Window

### A01 Requisition Format

1-3	Document Identifier (Doc ID)
4-6	Routing Identifier (RID)
7	Media and Status Code
8-22	Item Identification
8-11	Federal Supply Class (FSC)
12-13	National Codification Bureau Code (NCB)
14-20	National Item Identification Number (NIIN)
21-22	Materiel Management Aggregation Code (MMAC)
23-24	Unit of Issue (U/I)
25-29	Quantity (Qty)
30-43	Document Number
30	Service Code
31-32	Geopolitical (Country) Code
33	Mark For Code

**A01 Requisition Format for mass upload file example page 1.**

between 0001-

45-47

Supplemental Address

Trusted sites | Protected Mode: Off

Trusted sites | Protected Mode: Off



# Mass Requisition Input



AFSAC

[AFSAC Online Home](#) | [Business Applications](#) | [Feedback](#)

## Air Force Security Assistance Center

Wing 11B, HAFB, AFB, ON, 45400

A01 Requisition Format - Internet Explorer provided by USAF

https://afsac.wpafb.af.mil/a01\_format.html

31-32	Geopolitical (Country) Code
33	Mark For Code
34	Delivery Term Code
35	Type Assistance (TA) Code
36-39	Document Date
40-43	Serial Number (4 numerics between 0001-4999) Do not duplicate
44	Demand Code
45-47	Supplemental Address
45	In-Country Service Code
46	Option/Offer Release Code
47	Freight Forwarder (FF) Code
48-50	Case Designator
51	Signal Code
52-53	Fund Code
54	Distribution (Leave Blank)
55-56	Line Item Number Code
57-59	Project Code
60-61	Priority
62-64	Required Delivery Date (RDD)
65-66	Unit Price (Leave Blank)

Trusted sites | Protected Mode: Off

This process allows the user to transmit requisitions directly to SAA for a particular country. Within 30 days, the user will receive a response. If the requisition is rejected, the user must then correct the rejected requisition and retransmit it by using the Open Document feature.

1. Ensure your requisition is in the correct format for sample requisition form.

2. Upload the file by clicking the "Upload" button.

**A01 Requisition Format for mass upload file example page 2.**



# Practice



**AFSAC**

## Now it is your turn:

- If you have some requisitions that need to be entered into the system, then use your own AFSAC Online user ID and password, and enter your requisitions using the A01 Requisition Input tool.